



**MINUTES OF MISSION WOODS CITY COUNCIL
Tuesday, July 1, 2025**

The City Council of Mission Woods, Kansas met in regular session on Tuesday, July 1, 2025, in person at Westwood City Hall.

Call to Order

Mayor Hartley called the regular meeting to order at 7:05 p.m.

Councilmember Roll Call

Present: Keith Mays
Ramsey Mohsen
Dan Sweeney
Erica Hartley, Mayor

Absent: Carrol Thomas
Leslie Carto

Quorum was established.

Others present: Jeff Deane (City Attorney), Chief Curt Mansel, and John Martin (Treasurer)

Review and Approval of Minutes

Mayor Hartley asked for a Motion to approve the Minutes of the June 3, 2025, meeting. Motion to approve minutes was made by Councilmember Mohsen and seconded by Councilmember Sweeney. A voice vote was had, and the motion was approved, 3-0, Councilmembers Thomas and Carto were absent.

Review and Approval of Warrants

Mayor Hartley asked for a Motion to approve the warrants. Councilmember Mays inquired about the crossing guard billing and Treasurer, John Martin, responded that it was a monthly billing. Motion to approve was made by Councilmember Mays and seconded by Councilmember Mohsen. A voice vote was had, and the motion was approved, 3-0, Councilmembers Thomas and Carto were absent.

Review of Police Report

Mayor Hartley stated that there seem to be more traffic matters of late. Chief Mansel stated that a few years ago he had applied for a traffic safety grants from MODOT and he receives monies for various traffic safety matters, like click it or ticket. Council discussed the distributed report.

Unfinished Business

- None.

New Business

- **Approval of tree removal in city ROW at 5300 Mission Woods Terr with council consent**

Mayor Hartley shared she had received a report from a resident regarding a tree at 5300 Mission Woods Terrace that has been dropping numerous branches. KC Tree Care looked at the tree and she was told the tree was dying from the inside and would have to be removed as it poses a risk. Mayor Hartley stated that since now there is a record of the tree being unsafe and someone gets hurt, the City could be entangled in a mess. She stated that the quote to take the tree down is \$6,500. She also stated that the original quote was higher, but it was negotiated down. Councilmember Sweeney asked if it included the grinding of the stump and fixing of the curb. Mayor Hartley responded that it did include stump removal. She then stated that as far as she understood the curb would not be disturbed. Councilmember Mays asked about what the future looked with other trees for which the City was responsible. There was additional discussion regarding the removal of the tree. The Mayor asked the Treasurer if the money to do this was available and he stated that there was. The Motion to take down the tree located at 5300 Mission Woods Terrace was made by Councilmember Mohsen and seconded by Councilmember Sweeney. A voice vote was had, and the motion was approved, 3-0, Councilmembers Thomas and Carto were absent.

- **Discussion regarding city tree replacement / protocol**

Mayor Hartley stated there is no city ordinance, but the website states the City takes care of the trees within 7 feet of the front curb. It also states that the City does not pay for tree replacement. The resident at 5300 Mission Woods Terrace asked if the City would pay for a replacement tree. Mayor Hartley responded to the resident that she would take it to Council. Mayor Hartley asked the Council how they felt about taking a tree out and not replacing it. Councilmember Mohsen stated he thought there was a \$600 reimbursement to replace tree and Mayor Hartley stated that it was from the county and it was a reimbursement up to \$300. Councilmember Mays shared he remembered taking a tree down but could not remember if the City replaced it. He stated they needed to look back or ask the resident what was done. He also stated that they needed to be consistent. If City replaces tree, City will decide what type of tree. There was additional discussion on what trees would City replace if they decide, etc. Mr. Deane, City Attorney, stated that if the reasons for replacing a tree are articulated there should not be a problem so precedence should not decide. It was also discussed what the City could do on trees being removed in the right-of-way. Mr. Deane stated an ordinance could be passed on what the City would do regarding removing, replacing trees in the right-of-way. Mayor Hartley shared what to do with aging trees and trees that pose problems might be something the Council might want to consider and think about.

- **Approval of ACMS crossing guard contract for 2025-2026 with council consent**

Mayor Hartley indicated that the Crossing Guard contract was up for renewal. She stated the amount did go up this year. Chief Mansell stated it did go up about 5%. Mayor Hartley asked the Council if this was something they wanted to continue. Councilmember Mohsen stated he believed as long the City was not in a cash-strapped situation, he believed that

even though not everyone used it, it was important to the residents that children did use the crosswalk, especially if walking without an adult. Discussion ensued. Motion to approve was made by Councilmember Mays and seconded by Councilmember Mohsen. A voice vote was had, and the motion was approved, 3-0, Councilmembers Thomas and Carto were absent.

- **Proposal for building code updates to 2024 IBC standards (Jeff Deane)**

Mayor Hartley stated that City Attorney, Mr. Deane, would discuss building code updates. Mr. Deane shared what building codes were, why they were needed, the different companies and standards, and why updates are needed periodically. He went on to explain that the City employs Westwood's codes person to administer the codes. Westwood is working with a codes compliance specialists' company (GBA) to help with codes consulting and GBA looked at what Missions Woods was doing, because it would be easier for the codes person to have cities with same codes. The City lists of currently construction codes include codes from 2021, 2020 and 2018, but also certain codes from 1995, 1997 and 1994. He went on to explain that codes move forward with time. The representative with GBA stated that 2021 update was the last substantial updates for the codes. There are a myriad of changes and it takes an expert to look at it all. The representative also presented a plan to roll out the change. Mayor Hartley stated she would email this plan out. She also stated that it would be a long process. Westwood is going forward with updating their code and Westwood Hills is also looking at this. The cost of this plan is \$5,642.00. Councilmember Mohsen asked how far back the codes were and Mayor Hartley stated not that far back, but because Westwood was jumping to 2024 and since the City has the same codes administrator, thought it would make it easier. There was more discussion on the outdated codes and hiring of the consultant. There was also discussion of sharing some of the meetings, etc. with Westwood to lower the cost. Councilmember Mohsen stated he would like to know the difference between the 2021 versus 2024 updates. It was decided to research more before any decision is made.

- **2026 Budget Workshop (John Martin)**

City Treasurer, John Martin, informed the Council the assessed value of the City went up .168%. He then outlined the timeline for the approval of the budget. He explained the revenue neutral rate and stated that any increase above the revenue neutral rate would require publication and a public hearing, which would increase the timeline for approval. He stated there has been an increase for three years. There was discussion on whether to raise the rate or keep as is, when Karbank would generate revenue, etc. Mayor Hartley asked Mr. Martin what he believed the Council should look at and he stated that for 2026 it looked fine, but for 2027, may need to have meetings to look at the longer-range plans – roads, projects going forward, etc. Mayor Hartley asked Mr. Martin if there had ever been a five-year budget forecast and he replied that it had not been done. Mayor Hartley noted that may be something to look at next year. Mayor Hartley then asked if he received the new amounts for animal control. He responded that he did not and Mayor Hartley explained that the City contracted with Mission. She also stated that animal control was a small issue for the City, but Mission was changing the way they billed. Since Mission Woods has minimal animal issues, there is a minimum amount billed, which is \$1,500 annually. Mr. Martin stated the notice of budge hearing will need to be published, which needs to include

the mill levy rate and will not be above the revenue neutral rate. Motion to approve publication for budget hearing, which will be at next council meeting on August 5, and will remain revenue neutral was made by Councilmember Mays and seconded by Councilmember Sweeney. A voice vote was had, and the motion was approved, 3-0, Councilmembers Thomas and Carto were absent. Mr. Martin asked if we still publish with the Legal Record. Mr. Deane responded that it was correct.

Open to discussion from mayor, council members, and guests

None

Motion to Adjourn

Having no further business, motion to adjourn was made by Councilmember Sweeney and seconded by Councilmember Mohsen. A voice vote was had, and the motion was approved, 3-0, Councilmembers Thomas and Carto were absent. The meeting was adjourned at 8:36 p.m.